

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

FSH Regulation
No. 600-25

24 February 1998

Ceremonies
CONSOLIDATED RETIREMENT CEREMONY

Issue of supplements to this regulation is prohibited, unless specifically approved by Headquarters, U.S. Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston (FSH).

1. PURPOSE. To prescribe policies, guidance, procedures, and responsibilities for conducting the consolidated retirement ceremony at FSH. The installation goal is to conduct one consolidated retirement ceremony, thereby, reducing the impact on installation resources and continuing to make the ceremony a memorable experience.

2. APPLICABILITY. This regulation applies to all units, agencies, or elements assigned or attached to FSH or Camp Bullis, all tenant/satellite units/organizations requesting support from the U.S. Army Garrison (USAG), and other installation activities at FSH.

3. REFERENCES.

- a. AR 600-25, Salutes, Honors, and Visits.
- b. HQ, AMEDDC&S Memorandum, MCCS-Z, 9 Oct 97, subject: Policy for Fort Sam Houston Review and Retirement Ceremonies.
- c. FM 22-5, Drill and Ceremonies.
- d. FSH Reg 5-1, Installation Support.

*This regulation supersedes FSH MOA, Consolidated Retirement Ceremony at Fort Sam Houston, 26 Jul 92.

4. POLICY. Fort Sam Houston will conduct one retirement ceremony each month, except for the month of December. Participation in the ceremony is open to all retiring soldiers and Department of the Army civilian employees assigned to FSH, or those who have elected the installation as their place of retirement. All organizations at FSH may be asked to support the ceremony.

5. RESPONSIBILITIES, POLICY, SUPPORT AND RESOURCE NEEDS.

a. General. Each month, except December, FSH will conduct a consolidated retirement ceremony. The Directorate of Plans, Training, Mobilization and Security (DPTMSEC) is the proponent organization for coordination and execution of the retirement ceremony. The Directorate of Military Personnel (DMP) and the Civilian Personnel Advisory Center (CPAC) are responsible for identifying and notifying personnel eligible to participate in the ceremony. This includes personnel assigned to FSH or those who have elected FSH as their place of retirement.

(1) The retirement ceremony will be conducted as a Review with Decorations, Awards, and Individual Retirement, in accordance with (IAW) chapter 9, paragraph 9-4, FM 22-5, Drill and Ceremonies. All tasked parties will provide the support necessary to ensure mission accomplishment. Detailed ceremony instructions and support requirements will be provided under separate cover in the monthly retirement ceremony memorandum of instruction (MOI) published by DPTMSEC.

(2) Any other retirement ceremony will be supported by the retiree's unit.

b. Ceremonial Unit. Each consolidated retirement ceremony will have a unit designated as the host/ceremonial unit IAW the installation support cycle. United States Army Medical Command, (MEDCOM), Fifth U.S. Army, and U.S. Army Fifth Recruiting Brigade are exempt from performing the duties of host unit, IAW FSH Regulation 5-1, Installation Support. This does not preclude MEDCOM, Fifth Army, and Fifth Recruiting Brigade from providing resources.

c. Awards, Certificates and Orders.

(1) Directorate of Military Personnel. The DMP is responsible for retiree awards, certificates and orders. The DMP

will coordinate with the Installation Protocol Office for all actions relating to awards, certificates and orders for each ceremony.

(2) Military Retirees. The retiree's unit is responsible for ensuring the retirement award and the award for the spouse, if appropriate, is processed and provided to the DMP. Contact the DMP to determine the date the award is required at the DMP. The DMP will provide a copy of all award certificates to the Installation Protocol Office and the Public Affairs Office (PAO), no later than (NLT) 2 working days prior to the scheduled leader's rehearsal.

(3) Civilian Retirees. The CPAC is responsible for ensuring all awards and certificates for civilian retirees and spouses, if appropriate, are provided to the DMP and Installation Protocol. Contact the DMP to determine the date the award is required at the DMP.

(4) Spouse Recognition. The DMP is responsible for processing all military spouse recognition certificates/awards and the CPAC is responsible for civilian spouse recognition as appropriate. Contact the DMP to determine the date the award is required at the DMP.

d. Protocol. The Installation Protocol Office provides protocol support for the ceremony.

e. Public Affairs Office. The FSH PAO will coordinate with the Installation Protocol Office for biographical and awards information on retirees and their families, as appropriate. Additionally, the PAO will provide a narrator for the ceremony.

A copy of the narrative will be forwarded to the DPTMSEC, NLT 2 working days prior to the scheduled leader's rehearsal.

f. Color Guard. The Color Guard will be provided by AMEDDC&S or Brooke Army Medical Center (BAMC). The DPTMSEC will publish the months each unit will support, to include the leader's rehearsal and full dress rehearsal dates. The monthly retirement ceremony MOI will provide detailed requirements for the Color Guard.

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g. Host Commander/Reviewing Officer. A general officer from the installation will serve as the host commander and the reviewing officer. The host commander will be selected by the Installation Protocol Office, normally from organizations of the retirees in order of seniority.

h. Recurring Personnel and Equipment Requirements. The MOI published by DPTMSEC for each consolidated retirement ceremony provides specific support requirements; however, the following general support is necessary for all ceremonies:

(1) BAMC, AMEDDC&S, 147th Medical Logistics Battalion (MEDLOG), and 41st Combat Support Hospital (CSH) will each provide 10 support personnel for the ceremony. Special Troops Battalion (STB) USAG, will provide five support personnel. When the 147th MEDLOG, 41st CSH, or STB, USAG serve as the host/ceremonial unit, the Center Brigade, AMEDDC&S, will provide an additional 10 personnel to replace those from the host unit. Fifth Army, MEDCOM, and Fifth Recruiting Brigade will each provide two people, (E-7 and below) to assist in the overall conduct of each ceremony. These support personnel will serve as Noncommissioned Officers in Charge (NCOICs), ushers, escorts, road guards, and in other areas as required.

(2) Center Brigade, AMEDDC&S, will provide:

(a) The medical evacuation vehicle with driver and medic.

(b) The ceremonial reviewing vehicle, with driver, for each ceremony.

(c) Flags, with stands as required, including National, Army, MEDCOM, General Officer, and State flags. This does not include flags or equipment required for the Color Guard.

(2) Special Troops Battalion, USAG, will provide the 323rd Army Band.

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The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Garrison, Fort Sam Houston, ATTN: MCGA-PTM-PO, Fort Sam Houston, Texas 78234-5002.

/S/

JAMES B. PEAKE
Major General, MC
Commanding

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